

ATTACHMENT H

CLOSEOUT PLANS

CLOSEOUT EVENTS	FINAL 180 DAYS OF CONTRACT					
	First 30 Days	Second 30 Days	Third 30 Days	Fourth 30 Days	Fifth 30 Days	Sixth 30 Days
Develop inventory transition plan.	X					
Establish acceptable inventory levels for remainder of year.	X					
Establish acceptable safety stock levels for remainder of year.	X					
Monitor and notify COTRs and CO electronically by the 15 th of each month of any changes in demand.	X	X	X	X	X	X
Cancel purchase orders for upcoming discontinued product upon approval of COTR.	X					
Highlight items being discontinued on Web site and update sizes available on weekly basis.	X					
Offer price reductions to employees on discontinued products.	X					
Review open fabric purchase orders and adjust as necessary based on inventory level plan.		X				
Review open purchase orders for items with lead times in excess of 120 days and adjust as necessary based upon inventory plan.		X				
Review open purchase orders for items with lead times in excess of 90 days and adjust as necessary based upon inventory plan.			X			
Assist incoming contractor with questions/issues throughout the transition period.				X	X	X
Notify subcontractors and internal plants of upcoming end of contract performance.				X		
Review open purchase orders for items with lead times in excess of 60 days and adjust as necessary based upon inventory plan.				X		

CLOSEOUT EVENTS	FINAL 180 DAYS OF CONTRACT					
	First 30 Days	Second 30 Days	Third 30 Days	Fourth 30 Days	Fifth 30 Days	Sixth 30 Days
Advise incoming contractor of remaining raw material inventory levels (fabric, trim) for planning purposes.				X		
Transfer employee data to incoming contractor.				X		
Archive all employee data and provide to LMA.				X		
Transfer fabric and trim to incoming contractor.				X		
Invoice incoming contractor for fabric and trim at documented costs.				X		
Review open purchase orders for items with lead times of 60 days or less and adjust as necessary based upon inventory plan.					X	
Post order and return cut-off on Web site.					X	
Post news of incoming new contractor on Web site.					X	
Post notices to management to print final reports before completion of closeout for future reference.					X	
Participate in inventory audit to specification with incoming contractor and LMA representative (if requested).						X
Count, box and label all LMA inventory for shipment to incoming contractor.						X
Ensure accuracy of counts by utilizing outside auditor and incoming contractor representative if necessary.						X
Work with incoming contractor to schedule pick up of inventory.						X
Upon transfer of finished goods, invoice incoming contractor at contract selling price minus 20%.						X
Notify employees with backorders that orders are being transferred to incoming contractor.						X

CLOSEOUT EVENTS	FINAL 180 DAYS OF CONTRACT					
	First 30 Days	Second 30 Days	Third 30 Days	Fourth 30 Days	Fifth 30 Days	Sixth 30 Days
Print and submit electronically final reports including status reports on orders shipped and accepted, orders shipped and not accepted, backorders not shipped and other year-end required reports.						X
Archive all last quarter employee data and provide to LMA.						X
Send last quarter employee information to incoming contractor.						X
Confirm system setup with incoming contractor.						X
Upon verification of system setup, erase LMA employee information in Uniform Solutions system.						X